



VIRGINIA DEPARTMENT OF MILITARY AFFAIRS
APPRENTICE PARTNERSHIP INITIATIVE

What is an Apprenticeship

- A combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations.
- Trusted and established in Virginia for more than 70 years with the signing of the Virginia Apprenticeship Act in 1938.
- With API, the National Guard is the Sponsor.

DMA partners with DOLI

- Apprentice Partnership Initiative
 - Partnership between Virginia Department of Military Affairs (DMA) and Virginia Department of Labor and Industry (DOLI).
 - Available to all Virginia Airmen and Soldiers.
 - Allows credit for AIT , Technical School, and military training, to apply toward DOLI apprenticeships .
 - Your job IS the apprenticeship, requires nothing more than registration, keeping an OJT log, and turning in required documentation.

Benefits of Apprenticeship

- Apprenticeship is known for attracting high quality applicants who are motivated to succeed.
- API translates your military education, training, and experience to civilian credentials.
- API helps civilian employers understand the vast array of skills and qualifications you have achieved.
- API is a signed endorsement by your Commander and DOLI that you are a highly competent and capable professional in your military career field.

Current Industry Participation

- **The Military**
- Construction
- Manufacturing
- Health Care
- Public Utilities
- Telecommunications
- Information Technology/ Networking



Occupations

- DMA Apprentice Program Coordinator (APC) and representatives DOLI have worked together to convert military occupations to apprenticeable occupations.
- Most AFSC's/MOS's are now apprenticeable IAW DOLI standards.
- Annual review by DMA and DOLI to ensure titles and occupations are current.
- Most military occupations are applicable in the civilian employment sector.

2 Part Program

- Related Instruction - AIT, Tech School, college credits



- On the Job Training- 1 - 4 years

API Registration

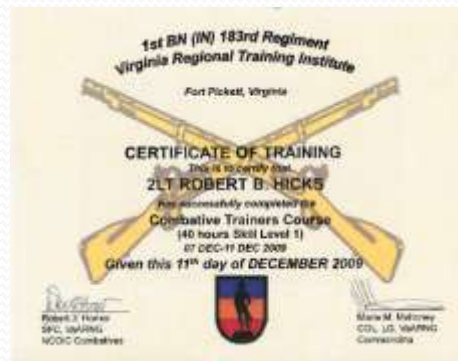
- Complete the Apprentice Action Form (AAF) based on your working military occupation.

A scan of the Apprentice Action Form (AAF). The form is titled "APPRENTICE ACTION FORM" and contains various sections for personal information, occupational details, and a checklist of skills. It includes fields for name, address, phone number, and a section for listing skills and experiences.A scan of the back of the Apprentice Action Form (AAF). It features a checklist of skills and a section for comments. A large "DRAFT" watermark is visible across the page.

- Scan and email to APC at va.api@ng.army.mil.
- That's it...you are now a registered Apprentice.

Apprentice's Responsibilities

- Apprentice will keep a record log of OJT hours, and provide related instruction documentation to APC.



- Upon completion of program, AAF will be signed by the respective Commander and sent to DOLI through the APC.

Completion of API

- Once DOLI receives the completed AAF, a Certificate of Completion will be issued to the apprentice, who is now a certified Journeyworker.



State Certification

- Journey card presented by the Virginia Department of Labor & Industry, signed by the Commissioner.
- Term of apprenticeship documented on card.
- Trade name documented on card.
- Date of Apprenticeship Completion documented on card.



How this benefits YOU

- Your military occupation is your apprenticeship.
- An accreditation by DOLI, more than just “experience”.
- Journeycard allows eligibility to test for state certification in selected trades.
- Cost to the apprentice, including books, education, etc...can be up to \$10,000 as civilian apprentice. National Guard offers for free.
- Journeycard issued by DOLI is recognized nationwide as an accredited certification.
- Increases earning potential.

API Contact Information

- Central API email:
 - va.api@ng.army.mil
- Apprenticeship Program Coordinator (APC), LT Bryan Hicks:
 - robert.bryan.hicks@us.army.mil
 - 804-236-7845
- Transition Assistance Advisor (TAA), Dorian Bell:
 - Dorian.m.bell@us.army.mil
 - 804-236-7860

Where to find API

- All related documents and instructions are located on the 192 FW website.



Let's get started

- Employers want to hire Veterans, get the credentials and stand apart.



API Registration

- Apprenticeship step-by-step instructions
 - Completing the action form (Registration form)
 - Submitting Related Instructions (RI)
 - On the job training (OJT) verification
 - Completing apprenticeship
- Click on Word link below for step-by-step instructions on completing API application

<https://newafpims.afnews.af.mil/shared/media/document/AFD-110609-026.doc>

API Registration

- Click on PDF link below for step-by-step instructions on completing API application

<https://newafpims.afnews.af.mil/shared/media/document/AFD-110609-025.pdf>

- Complete Attached Apprentice Action Form (AAF) based on your working military occupation.
- After completing registration form, email to robert.bryan.hicks@us.army.mil using the link on the top left-hand corner of form.

That's it...you are now a registered Apprentice.

API Completion

- After OJT and RI has been documented and completed, apprentice will submit completed action form to their commander for signature specifying that they have completed their apprenticeship.
- The completed action form and RI documentation will be emailed to robert.bryan.hicks@us.army.mil
- That's it. You are now a certified Journey Worker.

Additional Resources

- DMA provides career assistance resources.
 - The Virginia National Guard's Transition Assistance Advisor can provide:
 - Contacts to the Virginia Employment Commission.
 - Links to verified "Veteran Friendly" employers.



VaEmploy.Com
Virginia Employment Commission

